

HCM Role and Required Training Courses

Descriptive Role Name	Module	Required Training Courses
Absence Administrator	TA	<ul style="list-style-type: none"> - INTRO102: Overview of Cardinal Human Capital Management (HCM) (WBT) - NAV205: Navigation in Cardinal HCM (WBT) - NAV225: Cardinal HCM Reporting (WBT) - HR353: Human Resources Read-Only Overview (WBT) - TA372: Time & Attendance Administration (VILT) - TA374: Absence Management Maintenance (VILT) - ESS392A: Employee Self-Service for Time & Attendance (WBT) - TA373: Time & Attendance for Managers and Supervisors (WBT)
Absence Supervisor	TA	<ul style="list-style-type: none"> - ESS392A: Employee Self-Service for Time & Attendance (WBT) - TA373: Time & Attendance for Managers and Supervisors (WBT)
Benefits Administrator	BN	<ul style="list-style-type: none"> - INTRO102: Overview of Cardinal Human Capital Management (HCM) (WBT) - NAV205: Navigation in Cardinal HCM (WBT) - NAV225: Cardinal HCM Reporting (WBT) - HR352: Cardinal Employee Data Setup and Maintenance - Benefits Only (VILT) OR - HR353: Human Resources Read-Only Overview (WBT) (Note: HR352 targeted to HBO, Localities, OHB) - BN361: Cardinal Employee Benefit Enrollment and Maintenance (VILT)
Benefits Read Only	BN	<ul style="list-style-type: none"> - BN362: Benefits Read-Only Overview (WBT) will be available on the project website and is not required training
Cardinal HCM PeopleSoft User	N/A	N/A
Delegation Administrator	TA	<ul style="list-style-type: none"> - INTRO102: Overview of Cardinal Human Capital Management (HCM) (WBT) - NAV205: Navigation in Cardinal HCM (WBT) - Delegation Administration job aid
DGS Reporter	HR	<ul style="list-style-type: none"> - INTRO102: Overview of Cardinal Human Capital Management (HCM) (WBT) - NAV205: Navigation in Cardinal HCM (WBT) - NAV225: Cardinal HCM Reporting (WBT)
DHRM HR Operations	HR	<ul style="list-style-type: none"> - INTRO102: Overview of Cardinal Human Capital Management (HCM) (WBT) - NAV205: Navigation in Cardinal HCM (WBT) - NAV225: Cardinal HCM Reporting (WBT) - HR351: Cardinal Employee Data Setup and Maintenance (VILT/ILT)
DVS Reporter	HR	<ul style="list-style-type: none"> - INTRO102: Overview of Cardinal Human Capital Management (HCM) (WBT) - NAV205: Navigation in Cardinal HCM (WBT) - NAV225: Cardinal HCM Reporting (WBT)
Employee T&L Setup	TA	<ul style="list-style-type: none"> - INTRO102: Overview of Cardinal Human Capital Management (HCM) (WBT) - NAV205: Navigation in Cardinal HCM (WBT) - NAV225: Cardinal HCM Reporting (WBT) - HR353: Human Resources Read-Only Overview (WBT) - TA372: Time & Attendance Administration (VILT) - ESS392A: Employee Self-Service for Time & Attendance (WBT)
EPR Only Entry	HR	<ul style="list-style-type: none"> - EPR Tool Job Aid

Descriptive Role Name	Module	Required Training Courses
HBO Benefits Support	BN	- INTRO102: Overview of Cardinal Human Capital Management (HCM) (WBT) - NAV205: Navigation in Cardinal HCM (WBT) - NAV225: Cardinal HCM Reporting (WBT)
HBO HR Administrator	HR	- INTRO102: Overview of Cardinal Human Capital Management (HCM) (WBT) - NAV205: Navigation in Cardinal HCM (WBT) - NAV225: Cardinal HCM Reporting (WBT) - HR352: Cardinal Employee Data Setup and Maintenance - Benefits Only (VILT)
HCM Voucher Processor	AP	N/A
HR Administrator	HR	- INTRO102: Overview of Cardinal Human Capital Management (HCM) (WBT) - NAV205: Navigation in Cardinal HCM (WBT) - NAV225: Cardinal HCM Reporting (WBT) - HR351: Cardinal Employee Data Setup and Maintenance (VILT/ILT)
HR Manager Reports	HR	- HCM Reports Catalog
HR Position Management	HR	N/A
HR Read Only	HR	- HR353: Human Resources Read-Only Overview (WBT) will be available on the project website and is not required training
HR Read Only Sensitive Data	HR	N/A
OHB Benefits Administrator	BN	- INTRO102: Cardinal HCM Overview (WBT) - NAV205: Navigation in Cardinal (HCM) (WBT) - NAV225: Cardinal Reporting (HCM) (WBT) - HR353: Human Resources Read-Only Overview (WBT) - HR352: Cardinal Employee Data Setup and Maintenance - Benefits Only (VILT) - BN361: Cardinal Employee Benefit Enrollment and Maintenance (VILT)
OHB Benefits Config Read Only	BN	N/A
OHB Benefits Operations	BN	- INTRO102: Cardinal HCM Overview (WBT) - NAV205: Navigation in Cardinal (HCM) (WBT) - NAV225: Cardinal Reporting (HCM) (WBT) - HR353: Human Resources Read-Only Overview (WBT) - HR352: Cardinal Employee Data Setup and Maintenance - Benefits Only (VILT) - BN361: Cardinal Employee Benefit Enrollment and Maintenance (VILT)
Payroll Administrator	PY	- INTRO102: Overview of Cardinal Human Capital Management (HCM) (WBT) - NAV205: Navigation in Cardinal HCM (WBT) - NAV225: Cardinal HCM Reporting (WBT) - HR353: Human Resources Read-Only Overview (WBT) - TA372: Time & Attendance Administration (VILT) - PY381: Agency Payroll Management (VILT/ILT)
Payroll Budget Processor	PY	- INTRO102: Overview of Cardinal Human Capital Management (HCM) (WBT) - NAV205: Navigation in Cardinal HCM (WBT) - NAV225: Cardinal HCM Reporting (WBT) - HR351 Position ChartField Assignment/Update job aid

Descriptive Role Name	Module	Required Training Courses
Payroll Read Only	PY	- PY382: Payroll Read-Only Overview (WBT) will be available on the project website and is not required training
SPO Configurator Read Only	PY	N/A
SPO Crosswalk Configurator	PY	- INTRO102: Overview of Cardinal Human Capital Management (HCM) (WBT) - NAV205: Navigation in Cardinal HCM (WBT) - NAV225: Cardinal HCM Reporting (WBT) - HR353: Human Resources Read-Only Overview (WBT) - TA372: Time & Attendance Administration (VILT) - PY381: Agency Payroll Management (VILT/ILT)
SPO Payroll Garnishment Admin	PY	- INTRO102: Overview of Cardinal Human Capital Management (HCM) (WBT) - NAV205: Navigation in Cardinal HCM (WBT) - NAV225: Cardinal HCM Reporting (WBT) - HR353: Human Resources Read-Only Overview (WBT) - TA372: Time & Attendance Administration (VILT) - PY381: Agency Payroll Management (VILT/ILT)
SPO Payroll Operations	PY	- INTRO102: Overview of Cardinal Human Capital Management (HCM) (WBT) - NAV205: Navigation in Cardinal HCM (WBT) - NAV225: Cardinal HCM Reporting (WBT) - HR353: Human Resources Read-Only Overview (WBT) - TA372: Time & Attendance Administration (VILT) - PY381: Agency Payroll Management (VILT/ILT)
SPO Payroll Processor	PY	- INTRO102: Overview of Cardinal Human Capital Management (HCM) (WBT) - NAV205: Navigation in Cardinal HCM (WBT) - NAV225: Cardinal HCM Reporting (WBT) - HR353: Human Resources Read-Only Overview (WBT) - TA372: Time & Attendance Administration (VILT) - PY381: Agency Payroll Management (VILT/ILT)
SPO Payroll Super User	PY	- INTRO102: Overview of Cardinal Human Capital Management (HCM) (WBT) - NAV205: Navigation in Cardinal HCM (WBT) - NAV225: Cardinal HCM Reporting (WBT) - HR353: Human Resources Read-Only Overview (WBT) - TA372: Time & Attendance Administration (VILT) - PY381: Agency Payroll Management (VILT/ILT)
SPOT Approver	PY	- INTRO102: Overview of Cardinal Human Capital Management (HCM) (WBT) - NAV205: Navigation in Cardinal HCM (WBT) - NAV225: Cardinal HCM Reporting (WBT) - PY381: Agency Payroll Management (VILT/ILT) - PY381 Using The Single Use Payroll Online Tool (SPOT) job aid
TA Interface Admin	TA	- TA375: Time & Attendance Interface Administration (VILT)
TA Reporter	TA	- NAV225: Cardinal HCM Reporting (WBT)
TA Restricted Special Approver	TA	- ESS392A/B: Employee Self-Service for Time & Attendance (WBT) - TA373: Time & Attendance for Managers and Supervisors (WBT)

Descriptive Role Name	Module	Required Training Courses
Time & Labor Administrator	TA	<ul style="list-style-type: none"> - INTRO102: Overview of Cardinal Human Capital Management (HCM) (WBT) - NAV205: Navigation in Cardinal HCM (WBT) - NAV225: Cardinal HCM Reporting (WBT) - HR353: Human Resources Read-Only Overview (WBT) - TA372: Time & Attendance Administration (VILT) - ESS392A: Employee Self-Service for Time & Attendance (WBT) (Online Agencies Only) - TA373: Time & Attendance for Managers and Supervisors (WBT)
Time & Labor Supervisor	TA	<ul style="list-style-type: none"> - ESS392A: Employee Self-Service for Time & Attendance (WBT) - TA373: Time & Attendance for Managers and Supervisors (WBT)
Timekeeper	TA	<ul style="list-style-type: none"> - INTRO102: Overview of Cardinal Human Capital Management (HCM) (WBT) - NAV205: Navigation in Cardinal HCM (WBT) - NAV225: Cardinal HCM Reporting (WBT) - TA371: Timekeeper Processing (VILT)
VRS Benefits Administrator	BN	<ul style="list-style-type: none"> - INTRO102: Overview of Cardinal Human Capital Management (HCM) (WBT) - NAV205: Navigation in Cardinal HCM (WBT) - NAV225: Cardinal HCM Reporting (WBT)